




1401

SEP 24 2004

MEMORANDUM

From: 
RADM(L) S. W. ROCHON
COMDT (G-WP)

To: RADM SALLY BRICE-O'HARA, USCG

Subj: PRECEPT CONVENING A SELECTION BOARD TO CONSIDER COAST GUARD
RESERVE OFFICERS SERVING ON ACTIVE DUTY AS RESERVE PROGRAM
ADMINISTRATORS IN THE GRADE OF CAPTAIN FOR CONTINUATION ON
ACTIVE DUTY

Ref: (a) Personnel Manual, COMDTINST M1000.6A

1. Pursuant to the authority provided by reference (a), a Selection Board is appointed consisting of yourself as President and the following members:

CAPT Lawrence A. Hall, USCG - Member
CAPT Charles T. Lancaster, USCG - Member
CAPT Loren P. Tschohl, USCG - Member
CAPT William J. Van Orden, USCGR - Member

ENS Commander K. Moore, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 28 September 2004, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering Coast Guard Reserve officers presently serving on active duty as Reserve Program Administrators (RPA) in the grade of captain for continuation on active duty in the Coast Guard. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

3. There is hereby established a continuation zone consisting of the two most senior RPA captains not previously considered, namely; CAPT Louis M. Farrell, USCGR and CAPT Jane M. Hartley, USCGR. The board may recommend one best qualified officer for continuation on active duty.

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4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to delete the name of any officer whose name is removed from the Reserve Program Administrator Active Duty List for any reason. In the event an officer in the continuation zone established herein is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command will provide additional instructions. Any communications to the Board by any officer under consideration will be transmitted under separate cover.
5. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (a) and the Commandant's Guidance to PY05 Officer Selection Boards, enclosure (1), in your development of criteria for determining the officer recommended for continuation. Section 14.A.3 of reference (a) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.
6. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officer recommended for continuation is, in the opinion of a majority of the members of the Board, the best qualified to continue on active duty.
7. The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board shall not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations shall be kept confidential until the Secretary approves the report on behalf of the President, and the name of the officer selected for continuation is released to the Service at large.

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Encl: (1) Commandant's Guidance to PY05 Officer Selection Boards